

A G R E E M E N T

BY AND BETWEEN

CITY OF SEQUIM, WASHINGTON

AND

TEAMSTERS LOCAL NO. 589

(Representing the Non-Uniformed Employees)

JANUARY 1, 2022 through DECEMBER 31, 2024



Contents

PREAMBLE	4
RECOGNITION.....	4
UNION SECURITY	4
MANAGEMENT RIGHTS.....	5
NO STRIKES.....	6
NON-DISCRIMINATION.....	7
LAYOFFS.....	7
PROBATIONARY PERIOD.....	8
HOURS OF WORK AND OVERTIME.....	9
STANDBY TIME	11
CALLBACK	11
SAFETY EQUIPMENT.....	11
WAGE RATES	12
VACATION	14
SICK AND RELATED LEAVE AND BENEFITS.....	15
BEREAVEMENT LEAVE.....	17
HOLIDAYS	17
LEAVE WITHOUT PAY	18
RIGHT OF ACCESS – BULLETIN BOARDS	20
SHOP STEWARD.....	20
GRIEVANCE PROCEDURE.....	20
DISCIPLINARY ACTION	22
HEALTH AND WELFARE	23
EDUCATION INCENTIVE PAY.....	25
SAVINGS CLAUSE.....	25

SCOPE25

PERS 1 RETIREMENT.....26

TEAMSTER PENSION PLAN26

DEFERRED COMPENSATION29

VACANCY29

LABOR MANAGEMENT COMMITTEE.....29

TERM OF AGREEMENT29

A G R E E M E N T
BY AND BETWEEN
CITY OF SEQUIM, WASHINGTON
AND
INTERNATIONAL BROTHERHOOD OF TEAMSTERS
LOCAL UNION NO. 589

(Representing the Non-Uniformed Employees)

PREAMBLE

This Agreement is made and entered into by and between the CITY OF SEQUIM, hereinafter referred to as the "Employer" or "City" and the INTERNATIONAL BROTHERHOOD OF TEAMSTERS, hereinafter referred to as the "Union".

Article 1.

RECOGNITION

- 1.1 The Employer recognizes the Union as the exclusive bargaining representative for all full-time and regularly scheduled part-time employees as set forth in Appendix A.
- 1.2 High School/College/Training – Intern Program: It is agreed that the City may participate in high school, college, technical school, or grant programs that allow students/enrollees the opportunity to earn college credit, or complete training programs to serve as interns while performing specific tasks for the City. Interns will not be members of the bargaining unit and will not receive the benefits of this agreement. The City agrees that no City employee will be displaced due to the use of interns.

Article 2.

UNION SECURITY

- 2.1 Notification of New Hires. The Employer agrees to notify the Union within five (5) working days when new employees subject to this Agreement are hired, which satisfies RCW 41.56.037 as enacted or amended.

- 2.2 Dues Deduction Procedure. The Employer will deduct and transmit monthly those regular Union membership initiation fees, dues, and assessments from the pay of each employee who so authorizes the Employer in writing. In addition, the Employer will provide the Union a list of employees and their respective Union-related deductions. The Union agrees to indemnify, defend and hold the Employer harmless from and against any and all claims, suits, orders and judgments brought against the Employer as a result of any payroll deduction made on the Union's behalf until any relevant statute of limitations for such claim, suits, orders, and judgments have passed. The employee's dues deduction authorization remains in full force and effect for a maximum of 30 calendar days after the employee provides written notice revoking such authorization to the Employer and the Union. The Union may give the Employer thirty (30) days written notice to discontinue dues check-off.

Article 3.

MANAGEMENT RIGHTS

- 3.1 The Employer retains the exclusive right to reserve all powers and authority to manage its operations in an effective manner, subject only to the limitations expressly stated in this Agreement. The following management rights and responsibilities are examples, not intended as all-inclusive:
- Determine the City and Departments' mission, policies, and service standards.
 - Establish, enforce and modify reasonable rules and regulations for the operation of the City and the conduct of its employees.
 - Determine and change City or Department budget, methods of operation, procedures, location, facilities, materials, technology, and equipment.
 - Recruit, hire, layoff, promote, assign, classify, evaluate, appoint, transfer, discipline, discharge, or suspend employees in accordance with City of Sequim Policies and this Agreement.
 - Determine the number of personnel and their work groups, assignments, schedules, methods, and processes for performing work.
 - Determine and revise mental, physical and performance standards.
 - Schedule and assign work, including overtime, and determine the duties to be performed by employees in a manner most advantageous to the City and consistent with requirements of municipal employment, personnel, and public safety.

- Individuals may perform other duties as assigned including work in functional areas to cover absence or relief, to equalize peak work periods or otherwise to balance workload.
 - Determine the need for additional education courses, training programs, on-the-job training, or class training, assign employees to such duties for periods to be determined by the Employer.
 - Take any action as may be necessary to carry out the mission of the City and to deal with emergencies as declared by the Emergency Management Director, Mayor, City Manager, County, Governor, or President.
- 3.2 It is understood that all rights, powers, and authority the City had prior to the signing of this Agreement are retained by the City. The Employer agrees those Employer rules, regulations, policies and procedures adopted that affect working conditions and performance may be subject to the grievance procedure as to whether there has been a violation of such rule, regulation, policy or procedure. If there is a conflict between the terms of this Agreement and any City rule, regulation or policy, the terms of this Agreement govern.
- 3.3 The Employer agrees that for the life of this Agreement, it will not subcontract or outsource bargaining unit work, except as historically been Employer's practice, without first notifying the Union of its plans, meeting with the Union representatives and exploring alternatives with the Union that would meet the City's interests. The Employer and the Union will discuss the effects of any such decision upon employees covered by this Agreement.
- 3.4 The above-referenced provisions do not entitle Employer to make unilateral changes in wages, hours, or working conditions that are determined to be mandatory bargaining subjects pursuant to RCW 41.56.

Article 4.

NO STRIKES

Neither the Union nor its members, agents, representatives, employees or persons acting in concert with them may incite, encourage or participate in any strike, walkout, slowdown or other work stoppage against the City of any nature whatsoever during the life of this Agreement for any cause whatsoever. In the event of any strike, walkout, slowdown or work stoppage or a threat thereof, the Union and its officers will do everything within their power to end or avert the same.

Article 5.

NON-DISCRIMINATION

- 5.1 There will be no unlawful discrimination against any employee because of race, sex, sexual orientation, age, religion, national origin, mental or physical disability, unless one or more of these elements is a bona fide occupational qualification. Employees registered as Domestic Partners as defined by the Revised Code of the State of Washington will be provided the same employee benefits as married employees.
- 5.2 Employees will not be unlawfully discriminated against because of membership in the Union or lack thereof, or activities on behalf of the Union; provided however these activities are not conducted during working hours or allowed in any way to interfere with the Employer's operations.

Article 6.

LAYOFFS

- 6.1 When in the sole opinion of management it is necessary or advisable to reduce the work force, the Union will be notified. The affected employees will be given at least two weeks' notice of layoff. If there are severe budget circumstances impacting the City's operating fund(s), the City may propose an optional plan in lieu of layoff for voluntary staff reductions and furloughs. The purpose of a furlough would be to retain as many employees as possible while reducing costs for a defined period of time. The City and Union agree to discuss the plan and develop a mutual agreement on its implementation.
- 6.2 If due to lack of work or changes in the City's service priorities, individual positions are eliminated, the City will select the positions or classifications to be eliminated and the effective date of the layoff. The persons occupying those positions or classifications will be laid off, unless they have previously held satisfactory, regular employment status in a lower paid position or classification occupied by a person with less seniority in the department. In that case, the person occupying the position or classification to be eliminated will bump down to a lower position chosen by the employee which that employee previously held within the Department. A laid off employee may bump to a formerly held (equally paid or lower paid) position which is outside the Department and within the

bargaining unit, provided that the employee's performance was satisfactory in that position, and provided the employee is qualified to perform all the duties of the bumped position (and possesses the required licenses and certifications). In addition, the person may bump to a lower classification in the same department, related by career ladder. The person bumped will have less seniority and will be the person laid off, subject only to that person's ability to bump another. There is no bumping to a higher paid position. For up to twelve (12) months after layoff, employees will be informed of openings in positions or classifications, for which the employee is qualified, by mail to the address on file in the personnel department. The employee must keep the Department Head informed of the current address. During this one (1) year period, laid off employees will be given consideration to fill openings for which the employee is qualified. If the City determines there are unique skills required to continue City services and a less senior employee in a classification is determined to have those skills, the City may notify the union that it will be laying off an employee outside of the usual order of seniority. The City may exercise this choice to retain special skills if it determines a more senior employee's training and skills cannot be acquired in a reasonable period of time to meet the operational needs of the City.

Article 7.

PROBATIONARY PERIOD

- 7.1 Probationary Period. All new external hires must serve a six (6) month probationary period that may be extended up to an additional six (6) months if, in the Department Head's opinion and sole discretion, the employee has not satisfactorily completed an initial probationary period or additional time is needed to evaluate competency in full job requirements. The probationary employee is an employee at will and may be disciplined, suspended, or discharged without cause and without appeal to the grievance procedure at any time during the probationary period.
 - 7.1.1 A new employee hired into the classification of Maintenance Worker I must obtain their Commercial Driver's License Class B (CDL), Flagger Certification and CPR Certification as part of passing probation within 6 months and is then eligible to advance to Step B. Promotion to Maintenance Worker II and III is earned by completing a series of

certifications and on the job training as outlined in Appendix B. Maintenance Workers have the opportunity to advance to the next level upon providing necessary documentation to supervisor. It is the employee's responsibility to track and submit trainings and certifications for promotion consideration. All Lead positions are selected through a competitive process and must meet the minimum requirements of a MW III (non-lead). The Certification Matrix listed in Appendix B is subject to change depending on needs of the City. Current employees as of December 31, 2018 will be grandfathered into the new structure.

- 7.1.2 New external hires will receive their first step increase upon successful completion of their probationary period.
- 7.1.3 Upon promotion, progression or transfer, the employee must serve twelve months in that new position before advancement to the next step.
- 7.2 Employees promoted to lead worker positions will be paid at a salary step in the higher classification that grants the employee no less than a 10% increase unless that would exceed the top level of the pay grade established for the promotional assignment. If the ten percent promotional increase exceeds the top step established for the assigned pay grade, the employee will receive the top step. This provision applies only to promotion to lead worker status.
- 7.3 Except as provided in Article 7 for probationary employees, all employees of this bargaining unit, in addition to being governed by this Agreement, are also covered by the personnel policies established by the Employer and any subsequent personnel policies that may be published, as long as they do not conflict with this Agreement. In case of any conflict, this Agreement is the ruling policy for the employees covered by this Agreement.

Article 8.

HOURS OF WORK AND OVERTIME

- 8.1 **Hours of Work.** The normal work week consists of five (5) consecutive days of work, forty (40) hours per week, except those employees in the Public Works Department who work a schedule mutually agreeable between the Employer and the employee, which complies with the Fair Labor Standards Act. Eight (8) hours constitutes a day's work. A thirty-(30) minute lunch period is taken approximately halfway through the workday.

Employees receive two fifteen (15) minute rest periods, one during the first half of their shift and a second during the last half of their shift. The Employer reserves the right to schedule the workweek in a manner as is required in order to meet the needs of the City.

- 8.2 **Overtime.** If an employee is required to work in excess of eight (8) hours per (except as provided in 8.3) day or forty (40) hours per week, he/she will be compensated at the rate of time and one half his/her regular rate of pay. Overtime is paid to the nearest quarter hour. All overtime must be first approved verbally or in writing by the supervisor or the City Manager. Should an employee take time off without pay, upon approval of the City Manager, no overtime will be paid for making up for time off. Bargaining unit work will be offered first to bargaining unit members, by seniority within the appropriate job classification.
- 8.3 The City Manager or Department Head may establish an alternative workweek that consists of:
- 8.3.1 Four (4) consecutive days of ten (10) consecutive hours (4/10 work week). Any time worked in excess of ten (10) hours per day or forty (40) hours per week will be paid at the overtime rate.
- 8.3.2 Four consecutive days of 9 hours each calendar week plus an additional 8-hour workday every other week. The work week will begin midpoint of the bi-weekly 8-hour workday so that the first 4 hours of the 8-hour workday falls within the first work week, and the last 4 hours of the 8 hours workday falls within the next or second work week. Overtime for the 8-hour day will begin at the 9th hour accordingly, each work week consists of 40 hours. Any time worked in excess of 9 hours per day or 40 hours per week is paid at the over-time rate. The Employer reserves the right to schedule the workweek required in order to meet the needs of the City, which may include authorizing Monday as the alternating day off.
- 8.4 The workday may be altered and/or flextime arrangements made by the City with the approval of the employees, to allow for project accomplishment or for system maintenance after hours and other needs of the City.
- 8.5 Employees must consider necessary overtime assignments as a part of employment.

- 8.6 The planning and scheduling of overtime is the exclusive function of management.

Article 9.

STANDBY TIME

Employees required by a supervisor to be on standby time are guaranteed one and one-half hour (1 ½) hour of pay at their regular rate (up to a maximum of ten and a half (10.5) hours per week) for each day of standby. To be eligible for standby pay the employee is expected to respond under normal conditions within forty-five (45) minutes.

Article 10.

CALLBACK

- 10.1 Employees contacted by telephone during standby or time off, duty pager, computer or other electronic device during their time off will be compensated at their overtime rate, as applicable, with a fifteen (15) minute minimum.
- 10.2 The minimum two-hour call back applies when the situation warrants the need to leave home to accomplish the task whether on standby time or time off. If the work can be completed by remote access as in the case of telemetry monitoring, the fifteen-minute minimum will apply.

Article 11.

SAFETY EQUIPMENT

- 11.1 All employees who are required by the employer to wear and maintain safety shoes as defined by OSHA as mandatory safety clothing shall be reimbursed in an amount not to exceed \$200.00 for the purchase each calendar year. Prescription safety glasses not to exceed \$200 each calendar year will also be provided by the City when required.
- 11.2 Individual employees will be given information by department management upon request regarding proper safety clothing and equipment for the individual's work environment. Minimum boot requirement includes 1) 6-inch cuff, 2) leather or comparable material, 3) oil resistant, 4) slip resistant, 5) composite toe, 6) Meets safety boot requirements. It is the individual employee's responsibility to provide personal safety equipment and boots

appropriate for their work, and to report to work properly attired and outfitted to work.

Article 12.

WAGE RATES

12.1 The wage schedules are set forth in Appendix A. Employees are paid at the established wage rate and schedule for each step unless a step increase is denied due to an unsatisfactory written work performance review.

12.2 Longevity will be paid to all regular full-time employees as follows:

On Completion of:	% of Base Hourly Rate
5 years:	2%
10 years:	4%
15 years:	6%
20 years:	8%

12.2.1 Longevity premiums are paid beginning with the first full pay period following the completion of the eligibility requirements.

12.3 Out of Class Pay - Employees who are assigned to work at a higher classification within the bargaining unit for eight (8) or more consecutive hours will receive the higher rate of pay for all hours worked at the higher classification. Employees who work at supervisory positions outside of the bargaining unit for eight (8) or more consecutive hours will receive a ten percent (10%) pay differential.

12.3.1 Except in an emergency, assignments to higher classifications must be provided by the Department Head in writing prior to the work being performed.

TABLE 1 – PAID LEAVES / COMPENSATED ABSENCES

Compensated Absences consist of:

	Accrual per year Hours	Maximum Accrual in Hours	Payout for Hours at No-Cause Separation with Notice*
Vacation - On Anniversary as follows:	Year Month	Employees Hired:	Employees Hired:
Months of Service		Before 1-1-15*** /	Before 1-1-15*** /
. 00-12 months	40 3.33	On or After	On or After
. 13-48 months	80 6.67	1/1/15****	1/1/15****
. 49-108 months	120 10.00	352*** / 252****	352*** / 252****
. 109-180 months	160 13.33		
. 181+ months	200 16.67		
Compensatory Time	NA	48*** / 48****	48*** / 48****
Sick Leave	96	1440**	720 hours (50%) / 360 hours (25%)
Bereavement Leave	24	NA	NA
Holidays	88	NA	NA
Personal Holiday	8	NA	NA
	256 – 416 hours (Based on years of service)	1792 / 1740 hours	1072 / 660 hours

* Subject to specific provisions within this article.

** 1440 hours is maximum year-end carryover.

*** For employees hired prior to January 1, 2015 maximum accrual may include up to 48 hours of compensatory time. The combined maximum accrual of vacation and compensatory time may not exceed 352 hours.

**** For employees hired after January 1, 2015, the maximum accrual of vacation may not exceed 252 hours. The maximum accrual of compensatory time may not exceed 48 hours.

Article 13.

VACATION

- 13.1 Vacation schedules are determined by mutual agreement, but effort will be made to accommodate the desires of personnel subject to the following general rules:
- 13.1.1 Vacation bidding must be completed by March 1 of each contract year and may be changed only by securing prior approval from the Employer. Selection is determined by seniority of the employee.
 - 13.1.2 Vacation will be computed for each employee in proportion to the number of hours compensated during the preceding year; provided, however, that an employee must have been compensated at least 832 hours during the preceding year to be eligible for any vacation benefit.
 - 13.1.3 Vacations with pay are granted to regular full-time employees as referred to in Table 1.
- 13.2 An employee may accumulate vacation leave as defined Article 12, Table 1. Vacation earned in excess of the maximum must be used by the end of the following pay period or forfeited unless authorized by the Department Head.
- 13.2.1 Except that new employees hired with at least two (2) years job-related experience may receive eighty (80) hours in the first year.
- 13.3 Vacation credit will be earned but is not available for use until the employee has worked for the Employer at least six (6) months. In the case of employment for six (6) months or longer, upon termination of employment, employees will receive all vacation time earned and not yet taken.
- 13.4 Annual Conversion of Vacation. After taking 40 hours of continuous vacation, an employee may elect to convert between 8-40 hours of accrued vacation leave to monetary compensation or a qualified deferred compensation plan, provided the vacation leave bank does not go below 40 hours after the cash out. This process can be done up to two times per year. The employee must provide written notice to the Administrative Services Director by the 15th of October.

Article 14.

SICK AND RELATED LEAVE AND BENEFITS

- 14.1 Employees hired prior to December 31, 2014 are paid accrued sick leave at the rate of 50% payback at the time when an employee resigns, becomes disabled, or retires. Eligibility for sick leave payout requires at least two weeks written notice of intent to resign or retire or from disability determination. Employees hired on or after January 1, 2015 are paid at 25% of accrued sick leave when the employee resigns, becomes disabled, or retires. Eligibility for sick leave payout requires at least two weeks written notice of intent to resign or retire, or from time of disability determination. If an employee is terminated for cause there is no payback for accrued sick leave.
- 14.1.1 Employees are entitled to use accrued sick leave after 30 days of employment.
- 14.2 Regular full-time employees accumulate sick leave at the rate of one (1) day for each month in which an employee is in pay status for fifteen (15) or more calendar days or one (1) hour for every forty (40) hours worked, whichever is greater. Regular part-time employees accumulate sick leave at the rate of one (1) hour for every forty hours worked or in proportion to the number of hours the employee is scheduled in writing to work, whichever is greater. Sick leave hours so granted and not used accrue to the credit of each employee. Accruals may be carried over to a maximum of one thousand four hundred forty (1,440) hours; hours accrued in excess of that amount will not be carried over to the subsequent year.
- 14.3 Sick leave pay is payable at the rate of one (1) day's pay (or portion thereof) for each day (or portion thereof) of absence due to bona fide illness, injury, doctor or dentist visit, or other use as authorized under RCW 49.46.210 as enacted or amended. The Employer may request verification for absences longer than three (3) consecutive days.
- 14.4 Sick leave benefits apply only to those authorized under RCW 49.46.210 as enacted or amended. Repeated application for sick leave without just cause, false application or the furnishing of any false information by any employee is declared to be grounds for suspension without pay or loss of employment at the discretion of the Employer.

14.5 An employee who is collecting Worker's Compensation temporary disability benefits shall not receive sick leave benefits as provided herein, provided however, if Workers Compensation temporary disability benefits are less than the amount of sick benefits provided herein for the period, the employee shall, at his/her discretion, receive accrued sick benefits in addition to Workers Compensation temporary disability benefits in an amount sufficient to equal the amount of sick benefits he/she would have otherwise received as provided herein.

14.5.1 As alternatives to the above, an employee may elect in writing, upon receipt of the first L&I check:

1) not to retain the L&I checks and to be paid totally from accrued paid leave available (sick, vacation, comp time) to the employee and to turn over all L&I checks to the City to be used to refill the depleted leave accounts in the same proportion as used by the employee.

2) retain the L&I checks and also receive sick leave benefit. Employees choosing this option are not eligible to receive donated sick leave, except in the case of extraordinary circumstances, upon recommendation of the Human Resources Director and approval of the City Manager.

Once the decision has been made to turn over all L&I checks to the City, that decision is irrevocable regarding all checks received for absences due to that particular injury or illness.

14.6 Sick Leave Conversion: An employee may convert up to one thousand forty (1,040) hours of Sick Leave to Vacation time or convert the cash value to an approved Deferred Compensation Account, provided the employee has a minimum of 400 hours of sick leave remaining and the vacation accrual amount does not exceed 300 hours. This conversion will occur at a four-to-one ratio (four hours sick leave to one hour vacation leave) or 25% cash value for an approved deferred compensation account. The employee must provide written notice to the Administrative Services Director by the 15th of October. Sick leave conversions are only available at year-end.

14.7 Statutory Benefit Mandates: The Employer and the Union agree that whenever Federal, State or Local laws require the Employer to provide benefits not negotiated by the parties to this agreement, such benefits are

administered in accordance with the enactment; and to the extent permitted, the Employer and employee will contribute to the cost of such non-negotiated benefit.

14.8 Paid Family and Medical Leave Program: Eligible employees are covered by Washington's Family and Medical Leave Program, RCW 50A.04. Eligibility for leave and benefits, which began January 1, 2020, was established by Washington law and is therefore independent of this Agreement. Employer and Union agree that premiums and benefits are established by law and will be deducted accordingly.

14.9 Long Term Care Insurance Act: Eligible employees are covered by Washington's Long Term Care Insurance Act, RCW 48.84. Eligibility for leave and benefits is established by Washington law and is therefore independent of this Agreement. Employer and Union agree that premiums and benefits are established by law and will be deducted accordingly.

Article 15.

BEREAVEMENT LEAVE

An Employee who has a death or critical illness where death appears imminent in his/her immediate family will be granted up to 3 work days off with pay. (Part-time employees receive percentage of their FTE.) Immediate family for the purpose of this Article are defined as mother, father, spouse, children, sister, brother, grandparents, mother-in-law and father-in-law. When approved by the City Manager, an extension of a bereavement leave, with or without pay or by using accumulated vacation leave, sick leave, or compensatory time, may be granted for the employee where conditions necessitate it. An employee is not entitled to both bereavement leave pay and holiday pay.

Article 16.

HOLIDAYS

16.1 One 8-hour Floating Holiday will be awarded annually on January 1 and must be used within the calendar year.

16.1.1 To be eligible for the floating holiday, an employee must have completed a six-(6) month period. Time off is determined by mutual agreement, but effort will be made to accommodate the desires of person requesting the time off subject to the provisions of this article.

16.2 In the event Christmas Eve falls on a normal workday -- at the Employer's discretion -- City Facilities may be closed to the public at noon. Nonessential employees may choose to remain at work or take Leave Without Pay, Vacation, or Compensatory Time.

16.3 The following schedule of paid holidays is observed.

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Day before or the day after Christmas to be determined by the Employer

16.4 In addition to holiday pay, any employee working on any of the above holidays will receive compensation at the overtime rate.

16.5 As a condition to receiving holiday pay for the above-mentioned holidays, an employee must work the scheduled workday immediately preceding the holiday and the scheduled workday immediately following the holiday, unless excused by the Employer.

16.6 When one of the above holidays falls on Saturday the preceding Friday will be observed as the holiday. When one of the above holidays falls on Sunday, the following Monday will be observed as the holiday, for those employees who work Monday through Friday. For those employees who work shift work, the actual holiday will be observed.

Article 17.

LEAVE WITHOUT PAY

17.1 Excluding approved military leave, a leave of absence without pay is permitted by the City under certain circumstances and after all other paid leave benefits

are exhausted. The City reserves the right to grant, modify, or deny any leave of absence without pay requests.

- 17.2 All requests for leave without pay must be approved by the City Manager.
- 17.3 A leave of absence without pay is a privilege the City may extend to regular full-time and regular part-time employees, for specific periods of time, on a case-by-case basis. Leaves without pay may be granted for medical, personal, or educational reasons.
- 17.4 A leave of absence without pay must be requested in writing on the appropriate form obtained from and submitted to the Department Head as soon as the need for leave is known. The request must contain the reason for the leave and the expected duration of the requested time off, together with the date the employee will return to work. If the leave is medically related, a letter from the attending physician must accompany the request.
- 17.5 During a leave of absence without pay, the employee is required to pay the necessary health premiums, if continued coverage is requested by the employee. The City will assist the employee in the options for continued health coverage.
- 17.6 The employee's City anniversary date of employment will be adjusted equal to the duration of the leave of absence, if such leave extends beyond thirty (30) days.
- 17.7 Failure of the employee to return from an approved leave of absence without pay or make other arrangements acceptable to the City Manager will result in termination of the employee, unless unique circumstances exist, as determined by the City Manager.
- 17.8 If the leave of absence is six (6) months or less, the City will hold the employee's position open if possible. For leaves beyond six (6) months, the position may be filled and the employee placed on a rehire list for future vacancies in the classification held prior to the approved leave of absence without pay.

Article 18.

RIGHT OF ACCESS – BULLETIN BOARDS

- 18.1 Duly authorized representatives of the Union are permitted access to the properties of the Employer at reasonable times for the purpose of observing working conditions and transacting Union business; provided, however, that the Union Representative first secures approval from a designated Employer representative and that no interference with the work of employees or the proper operation of the Employer will result.
- 18.2 The Employer agrees to provide bulletin board space for posting of official Union notices which will be signed by a responsible agent of the Union.

Article 19.

SHOP STEWARD

Shop Stewards will report to the Union and the Employer any alleged violations of this Agreement and any complaints by members thereof and will assist in the handling of grievances. The discussion of Union business and the investigation of grievances will take place during the employee's free time or before or after shift. In the event the investigation of grievances is not possible during the employee's free time or before or after shift, the Shop Steward is allowed a reasonable amount of time with pay during working hours to perform such function, provided that a supervisor has been notified in advance and that the employee involved can be spared at the time. The shop steward will get normal rate of pay during actual negotiations with the City and Union.

Article 20.

GRIEVANCE PROCEDURE

- 20.1 A grievance is a difference that arises between the City and an employee or between the City and the Union as to the interpretation or application of the provisions of this Agreement. It is the intent and purpose of the Union and the City to avoid and prevent grievances and misunderstandings. However, should such differences arise, an earnest effort will be made to settle the difference as soon as practical between the parties at the lowest level possible. Such grievances will be handled in the following manner:
- 20.1.1 **Step One** – Informal Level: A grievance will first be discussed by the employee with their immediate supervisor, with or without their Union Steward present as desired by the employee, within ten (10) working days of

the incident or of the employee knowing of the incident. The supervisor will give an answer to the employee within ten (10) working days of this initial meeting. In the event that the employee is unable to resolve the matter at the supervisory level, the grievant, and the Union Steward if requested by the grievant, may orally present the alleged grievance to the Department Head in charge. The Department Head will give an answer to the employee within ten (10) working days of the meeting with the employee. All grievances resolved at Step One must be summarized in writing and copies given to the employee(s), the Union, the Department Head and the City Manager. These summary resolutions may be placed in the employee's personnel file at their discretion.

20.1.2 Step Two – Formal Level: If no settlement is reached at Step One, the grievant must submit the grievance in writing to the Department Head and the Union within ten (10) working days of receiving the answer from the Department Head at Step One. The written grievance must contain at a minimum: (1) Facts upon which the grievance is based, (2) section(s) of the agreement alleged to have been violated, (3) the remedy sought. The Department Head will respond in writing to the grievant within ten (10) working days of receipt of the written grievance.

20.1.3 Step Three – If no settlement is reached at Step Two, and the union wishes to appeal the grievance to Step Three, the written grievance together with all facts and decision of the Department Head will be submitted to the City Manager within ten (10) working days of receipt of the decision of the Department Head. The City Manager will consider the matter and issue a written response to the Union within ten (10) working days after receipt of the grievance. In considering the matter the City Manager may, at his/her discretion, request a meeting of all parties, interview witnesses, or use other means to arrive at his/her decision.

20.1.4 Step Four – If no settlement is reached at Step Three, the Union may, within fifteen (15) working days after the City Manager's response, give written notice of arbitration to the City Manager. If the matter grieved is a disciplinary decision, the decision which is the subject of the grievance must result in a loss of pay or benefits (suspension without pay, demotion, loss of rank or termination) to proceed to this step in the grievance process.

- 20.1.5 Once the notice of arbitration is provided, the parties will jointly request the appointment of an arbitrator from the Public Employment Relations Commission. The arbitrator will render a written decision within thirty (30) working days of the final submission of information by the parties, which is final and binding on all parties. The arbitrator has no power to alter, amend or change the terms or conditions of this Agreement or, to the extent applicable, the City's policies. The expenses and fees incumbent to the services of the Arbitrator will be shared equally by the parties.
- 20.2 All grievances and replies must be in writing and be decided within the maximum periods stipulated. The postmarked date is considered as the start date for the purpose of calculating time periods in the article. No grievance may advance to the next step until a good faith effort has been made to settle at the lower step unless mutually agreed by the Union and the City. It is agreed that if either party does not comply with the maximum time limits established, the party who has not followed the time limits forfeits the grievance and the grievance will be deemed waived and the other party prevails. Grievances so forfeited do not establish a precedent. The time limits may be extended by mutual agreement of the City and the Union.
- 20.3 The costs of each party for preparing and presenting their case borne by each party. In the event that either party elects to have a transcript of the proceedings, that party bears the cost of such transcript.

Article 21.

DISCIPLINARY ACTION

- 21.1 Coaching and Counseling.
- 21.1.1 Coaching and counseling are deemed to be means of communicating and addressing an employee's performance deficiencies or behavioral problems. Coaching and counseling may be documented for future use in the employee's evaluation, at the supervisor's discretion. Coaching or counseling an employee is not considered discipline and therefore not grievable.
- 21.1.2 Any discipline process resulting from the coaching process that could affect wages and/or working conditions would be addressed via a separate and formal notice from the employer and acknowledgment by the involved

employee and would be subject to the grievance procedure as defined in the Agreement.

21.2 Progressive Discipline.

21.2.1 Pursuant to Article 7, all new employees are exempt from the balance of this Article during their probationary period.

21.2.2 The Employer will follow the principles of progressive discipline, which includes but is not limited to:

1. Documented verbal warning
2. Written Warning
3. Suspension
4. Discharge

21.3 Depending on the severity of the offense and the work history of the employee, the Employer may commence disciplinary action at any of the above levels of discipline.

21.4 Gross misconduct including but not limited to conviction of a felony, theft of City property, use of alcohol or other controlled substances while on the job, or gross insubordination, is subject to immediate termination without warning. The reason for termination will be furnished to the employee in writing.

21.5 The employee may appeal to the Department Head, subject to the approval of City Manager, to have disciplinary notices removed from their personnel file after a period of twelve months (12) months from date of issue.

Article 22.

HEALTH AND WELFARE

22.1 Effective January 1, 2022, based on December 2021 hours compensated, the employer will provide the following insurance plans for employees covered by this Agreement who were compensated eighty (80) hours or more during the preceding month for the term of said Agreement, at the then current rates in effect at that time:

22.2 Rates below effective January 2022. Rates are adjusted annually by the Northwest Administrators Trust:

Washington Teamsters Welfare Trust, Plan A - \$1496.40

Dental Trust, Plan A - \$120.50
Washington Teamsters Vision Trust - \$17.10
Disability waivers (9) months - \$11.40
Time Loss Plan C - \$6.00
Life/AD&D Plan B - \$4.40

22.3 Effective February 1, 2022, based on January hours compensated, March coverage, and for the life of the Agreement, the employer will pay eighty-seven and one-half percent (87.5%) of the monthly premium for Washington Teamsters Welfare Trust Plans listed above. The covered employees will have the remaining twelve and one-half percent (12.5%) withheld from wages.

22.3.1 The Trust may modify benefits or eligibility of any plan for the purpose of cost containment, cost management, or changes in medical technology or treatment. If increases are necessary to maintain the current benefits or eligibility as may be modified by the Trustees during the life of the Agreement, as may be determined by the Trustees, the employer agrees to pay 100% of such increases, in accord with premium sharing formulas in this Article.

22.3.2 Should the employees, by majority vote, choose to select health and welfare plans so as to maintain or reduce the employer contribution cap set forth in this Article, that change may be made, subject to the approval of the Employer.

22.4 Supplemental Insurance – employees have the option of enrolling in supplemental insurance with employee contributions only through payroll deductions. These will be voluntary contributions made by bargaining unit employees without any contribution by the City. The City will administer payroll deduction for up to two supplemental insurance companies to be named by the Teamster's Business Agent prior to November 1, 2022. Employees will have the option to initiate or change participation during the open enrollment period of November 15 through December 15 of each year. Representatives of selected supplemental insurance companies may not conduct business with employees during any City work hours.

Article 23.

EDUCATION INCENTIVE PAY

To encourage and improve proficiency of the employees, the City encourages the taking of job-related educational courses. Employees must apply for the use of the Educational Incentive benefits described by this Article. Approval of training courses and funding is at the sole discretion of the Employer. The City will consider opportunities and applications for training based on an individual's work performance, the ability to apply training to the employee's current work assignment or to a promotional opportunity within the City. Prior to registering for a class, the Employee must request in writing approval from their Department Head. The Department Head will evaluate the request and determine if the request is approved. Where the request is approved, the City will reimburse up to seventy-five percent (75%) of the tuition, fees and book costs of courses that have been successfully completed. If partial assistance is furnished by another agency, the City will provide seventy-five percent (75%) of the unfunded portion remaining. In any case, the City's share will not exceed seventy-five percent (75%) of total schooling costs. In itemizing costs, an employee may not include his/her time as a reimbursable expense. Nothing in this section will interfere with the responsibility of the Department Head to require attendance at training seminars or other job-oriented training courses necessary to perform their duties. These will be paid in full by the City.

Article 24.

SAVINGS CLAUSE

- 24.1 If any provision of this Agreement is found to be in conflict with the laws of the State of Washington or of the United States of America, the remaining provisions of the Agreement remain in full force and effect.
- 24.2 The parties further agree that this Agreement may be reopened by either party upon thirty-(30) days' written notice only for negotiations and agreement regarding the provisions invalidated.

Article 25.

SCOPE

The parties acknowledge that during the negotiations resulting in this Agreement, each had the unlimited opportunity to make demands and proposals with respect to any and all subjects or matters not removed by law from the area of collective bargaining, and

that the understandings and agreements arrived at by the parties after exercise of that right and opportunity are set forth in this Agreement. All rights and duties of both parties are specifically expressed in this Agreement and such expression is all-inclusive. This Agreement constitutes the entire agreement between the parties and supersedes and replaces all previous agreements and practices both written and oral, subject only to a desire by both parties to mutually agree to amend or supplement at any time. The signing of this Agreement nullifies any previous agreements, written or oral.

Article 26.

PERS 1 RETIREMENT

- 26.1 Employees who leave the service of the Employer through normal service retirement under the PERS 1 retirement system will provide Adequate Retirement Notice of intent to retire, and are required to use all accumulated compensatory time, sick leave time and a portion of their vacation leave time so as to ensure upon retirement that their compensatory time balance and sick leave balance is zero (0), and their vacation leave balance does not exceed two hundred and forty (240) hours.
- 26.2 PERS 1 employees who leave the service of the Employer through service retirement are allowed to use one hundred percent (100%) of their accumulated sick leave benefit and one hundred percent (100%) of their accrued compensatory time during the Adequate Retirement Notice period.
- 26.3 For purposes of this Article, Adequate Retirement Notice means that period of time which is necessary for the employee to draw their compensatory time, sick and vacation leave balances, calculated at eight (8) hours per day, down to the levels described in Article 27.1

Article 27.

TEAMSTER PENSION PLAN

- 27.1 Employees participate in a supplemental pension program known as the Western Conference of Teamsters Pension Trust. The contribution level is an offset to the base wages.
- 27.2 The Employer will pay into the Western Conference of Teamsters Pension Trust on account of each member of the bargaining unit for each hour for which

compensation is paid. Compensable hours are defined as all hours paid, except for donated sick leave, standby time, and compensatory time accrued (compensatory time paid is considered compensable hours for pension purposes). All contributions are deferred from employee wages on a pre-tax basis.

27.3 Contribution rates are determined by employees once per contract cycle and are listed below:

1. Maintenance Classification Contribution Rate-\$1.40

WRF Lead
Chief Mechanic
WRF Operator IV
Maintenance Worker III
WRF Operator III
Mechanic II
Mechanic I
WRF Operator II
WRF Operator I
WRF Trainee
WRF Electronics Tech
Maintenance Worker II

Maintenance Worker I

Water Operator
Custodian

2. Administration Classification Contribution Rate-\$1.50

Senior Planner
Assistant Planner
Building Official
Building Inspector/Plans Examiner II
Community Development Specialist
Engineering Tech III
Engineering Tech II
Engineering Tech I
IT Tech II
IT Tech I
Senior IT Systems Analyst
IT Systems Analyst
Code Compliance Officer
Police Specialist

Police Records Clerk II
Police Records Clerk I

3. Clerical & Accounting Classification

Contribution Rate-\$1.00

Accounting Assistant IV
Accounting Assistant III
Accounting Assistant II
Accounting Assistant I
Administrative Assistant II

4. Probationary Classification

Contribution Rate - \$.10

Probationary employees pay their standard contribution rate after ninety (90) calendar days of employment.

- 27.4 The total amount due for each calendar month will be remitted in a lump sum not later than ten (10) days after the last business day of each month. The Employer agrees to abide by such rules as may be established by the Trustees of said Trust to facilitate the determination of the hours for which contributions are due, the prompt and orderly collection of such amounts and the accurate reporting and recording of such amounts paid on account of each member of the bargaining unit. Failure to make all payments herein provided for, within the time specified, is a breach of the Agreement.
- 27.5 For temporary agency personnel or probationary employees hired or utilized for the first time on or after January 1, 2011 the employer will pay an hourly contribution rate of \$.10 during the Probationary Period as defined in Article 7 or the initial period of utilization, but in no case for a period longer than 90 calendar days from an employee's first date of hire (into the bargaining unit) or utilization in the performance of bargaining unit work.
- 27.6 After the expiration of the Probationary Period as defined in Article 7 or an equivalent period if an individual is utilized as a temporary employee, but in no event longer than 90 calendar days from an employee's first date of hire (into the bargaining unit) or first date of utilization as a temporary employee, the contribution will be increased to the full contractual rate stated in this Appendix.

27.7 The Union and its members will indemnify and hold harmless the City of Sequim for any future liability that may be incurred because of any underfunding of the plan.

Article 28.

DEFERRED COMPENSATION

The Employer has voluntarily provided a deferred compensation plan for all employees and will administer participation and payroll deduction for all employees who participate.

Article 29.

VACANCY

The City agrees it will notify employees of vacancies in the bargaining unit.

Article 30.

LABOR MANAGEMENT COMMITTEE

The Employer and the Union agree that a need exists for closer cooperation between labor and management, and further from time to time suggestions and complaints of a general nature affecting the Union and the Employer. To accomplish this the Employer and the Union agree that no more than three (3) duly authorized representatives of the Union will function as one-half (2) of a Labor-Management Committee, the other half being no more than three (3) certain representatives of the Employer named for that purpose. The Committee will meet periodically for the purpose of discussing and facilitating the resolution of all problems which may arise between the parties other than those for which another procedure is provided by law or by other provisions of this Agreement.

Article 31.

TERM OF AGREEMENT

This Agreement is effective January 1, 2022 and will continue in full force and effect up to and including December 31, 2024. Should either party desire to modify or terminate this Agreement on December 31, 2024, it must serve written notice at least one hundred eighty (180) days prior to this date. Failure of such notice to be served will result in this Agreement being renewed on terms in effect December 31, 2024, and in like manner from year to year thereafter until a successor collective bargaining agreement is ratified by the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective this 16 day of December 2021

CITY OF SEQUIM


Matthew Hulsh, City Manager

TEAMSTERS LOCAL #589


Mark Fuller, Secretary-Treasurer

Approved as to form by:


Kristina Nelson-Gross, City Attorney

APPENDIX A
to the
A G R E E M E N T
BY AND BETWEEN
CITY OF SEQUIM, WASHINGTON)
and
INTERNATIONAL BROTHERHOOD OF TEAMSTERS
LOCAL UNION NO. 589
(Representing the Non-Uniform Employees)

THIS APPENDIX is supplemental to the Agreement by and between the City of Sequim, hereinafter referred to as the "Employer" or "City" and the Employees of the City, hereinafter referred to as the "Employees". This Appendix A reflects job classification ranges effective January 1, 2019. The City may re-evaluate the range or job duties of a position at any point with Union agreement. The City is under no obligation to fill each Job Title in this Agreement, nor should this be considered an exhaustive list of positions.

A.1	RANGE	JOB TITLE
	26	Senior Planner
	26	Building Official
	24	Senior IT Systems Analyst
	23	WRF Lead
	21	Engineering Tech III
	21	WRF Operator IV
	21	IT Systems Analyst
	20	Chief Mechanic
	19	Engineering Tech II
	19	Building Inspector/Plans Examiner II
	19	Assistant Planner
	19	Maintenance Worker III (Lead Streets, Sewer, Parks, Water)
	19	WRF Operator III
	18	IT Tech II
	18	Accounting Assistant IV
	17	Maintenance Worker III (Non-Lead Streets, Sewer, Parks)
	17	Water Operator
	17	Code Compliance Officer
	17	Engineering Tech I

17	WRF Operator II
16	Mechanic II
15	WRF Electronics Tech
15	Maintenance Worker II
15	Accounting Assistant III
14	IT Tech I
14	Mechanic I
14	Community Development Specialist
14	WRF Operator I
13	Accounting Assistant II
12	Police Specialist
11	Maintenance Worker I
11	Custodian (subject to MOU dated 08/2015 or as amended by Letter of Agreement)
10	Accounting Assistant I
9	Police Records Clerk II
9	Administrative Assistant II
9	WRF Trainee
7	Police Records Clerk I
7	Administrative Assistant I

Effective January 1, 2022, market wage adjustments:

2021 Range Level	1/1/2022 Range Level	Job Title
24	25	Senior IT Systems Analyst
20	21	IT Systems Analyst
19	21	Lead Water
19	20	WRF Operator III
18	19	IT Tech II
17	18	Water Operator
16	18	Facilities Maintenance Tech

A.2 Wage schedule and increases. Effective January 1, 2022, the hourly rates for employees covered by this Agreement will be increased over the 2021 rates of pay by 4% as follows:

Effective 1/1/2022					
4.00% wage increase					
Range	Step A	Step B	Step C	Step D	Step E
26	34.11	35.65	37.25	38.93	40.69
25	33.12	34.61	36.17	37.80	39.51
24	32.15	33.60	35.11	36.70	38.36
23	31.22	32.61	34.07	35.60	37.20
22	30.31	31.66	33.08	34.56	36.12
21	29.43	30.74	32.12	33.55	35.07
20	28.57	29.84	31.19	32.59	34.05
19	27.73	28.97	30.30	31.65	33.09
18	26.93	28.14	29.39	30.73	32.11
17	26.15	27.32	28.56	29.83	31.18
16	25.39	26.53	27.72	28.96	30.29
15	24.65	25.75	26.92	28.13	29.38
14	23.93	25.00	26.13	27.31	28.54
13	23.22	24.27	25.37	26.51	27.70
12	22.56	23.59	24.64	25.74	26.89
11	21.89	22.88	23.92	24.99	26.12
10	21.27	22.22	23.21	24.26	25.35
9	20.64	21.57	22.54	23.56	24.60
8	20.03	20.94	21.88	22.85	23.89
7	19.45	20.33	21.24	22.19	23.19

Effective July 1, 2022, the hourly rates for employees covered by this Agreement will be increased over the January 1, 2022 rates of pay by 2%:

Effective 7/1/2022					
2.00% wage increase					
Range	Step A	Step B	Step C	Step D	Step E
26	34.79	36.36	38.00	39.71	41.50
25	33.78	35.30	36.89	38.56	40.30
24	32.79	34.27	35.81	37.43	39.13
23	31.84	33.26	34.75	36.31	37.94
22	30.92	32.29	33.74	35.25	36.84
21	30.02	31.35	32.76	34.22	35.77
20	29.14	30.44	31.81	33.24	34.73
19	28.28	29.55	30.91	32.28	33.75
18	27.47	28.70	29.98	31.34	32.75

17	26.67	27.87	29.13	30.43	31.80
16	25.90	27.06	28.27	29.54	30.90
15	25.14	26.27	27.46	28.69	29.97
14	24.41	25.50	26.65	27.86	29.11
13	23.68	24.76	25.88	27.04	28.25
12	23.01	24.06	25.13	26.25	27.43
11	22.33	23.34	24.40	25.49	26.64
10	21.70	22.66	23.67	24.75	25.86
9	21.05	22.00	22.99	24.03	25.09
8	20.43	21.36	22.32	23.31	24.37
7	19.84	20.74	21.66	22.63	23.65

A.3 Wage schedule and increases. Effective January 1, 2023, the hourly rates for employees covered by this Agreement will be increased over the July 1, 2022 rates of pay by 2.5% as follows:

Effective 1/1/2023					
2.50% wage increase					
Range	Step A	Step B	Step C	Step D	Step E
26	35.66	37.27	38.95	40.70	42.54
25	34.62	36.18	37.81	39.52	41.31
24	33.61	35.13	36.71	38.37	40.11
23	32.64	34.09	35.62	37.22	38.89
22	31.69	33.10	34.58	36.13	37.76
21	30.77	32.13	33.58	35.08	36.66
20	29.87	31.20	32.61	34.07	35.60
19	28.99	30.29	31.68	33.09	34.59
18	28.16	29.42	30.73	32.12	33.57
17	27.34	28.57	29.86	31.19	32.60
16	26.55	27.74	28.98	30.28	31.67
15	25.77	26.93	28.15	29.41	30.72
14	25.02	26.14	27.32	28.56	29.84
13	24.27	25.38	26.53	27.72	28.96
12	23.59	24.66	25.76	26.91	28.12
11	22.89	23.92	25.01	26.13	27.31

10	22.24	23.23	24.26	25.37	26.51
9	21.58	22.55	23.56	24.63	25.72
8	20.94	21.89	22.88	23.89	24.98
7	20.34	21.26	22.20	23.20	24.24

Effective July 1, 2023, the hourly rates for employees covered by this Agreement will be increased over the January 1, 2023 rates of pay by 2.5%:

Effective 7/1/2023					
2.50% wage increase					
Range	Step A	Step B	Step C	Step D	Step E
26	36.55	38.20	39.92	41.72	43.60
25	35.49	37.08	38.76	40.51	42.34
24	34.45	36.01	37.63	39.33	41.11
23	33.46	34.94	36.51	38.15	39.86
22	32.48	33.93	35.44	37.03	38.70
21	31.54	32.93	34.42	35.96	37.58
20	30.62	31.98	33.43	34.92	36.49
19	29.71	31.05	32.47	33.92	35.45
18	28.86	30.16	31.50	32.92	34.41
17	28.02	29.28	30.61	31.97	33.42
16	27.21	28.43	29.70	31.04	32.46
15	26.41	27.60	28.85	30.15	31.49
14	25.65	26.79	28.00	29.27	30.59
13	24.88	26.01	27.19	28.41	29.68
12	24.18	25.28	26.40	27.58	28.82
11	23.46	24.52	25.64	26.78	27.99
10	22.80	23.81	24.87	26.00	27.17
9	22.12	23.11	24.15	25.25	26.36
8	21.46	22.44	23.45	24.49	25.60
7	20.85	21.79	22.76	23.78	24.85

- A.5 Wage schedule and increases. Effective January 1, 2024, the hourly rates for employees covered by this Agreement will be increased over the July 1, 2023 rates of pay by one hundred percent (100%) of the US Department of Labor – Bureau of Labor Statistics for All Cities (CPI-U) from June 2022 to June 2023 with a 2% floor and a 5% ceiling.

APPENDIX B

Employee Progression

The City seeks to give employees the opportunity to shape their own advancement by acquiring practical and leadership skills. The elimination of a "time in grade" requirement will reward those with the desire to advance and provide the City with a well-rounded, multi-talented staff that can take on a greater number of projects and challenges. Employer has authority to expand this program to multiple departments after consultation with the Union. Employer also may add, modify, or remove certification standards after consultation with the Union. Employer and Union may use the Labor Management Committee described in Article 30 to accomplish these tasks. The matrix below represents the agreed upon concept, with the understanding that specifics to the program will be determined outside of this Agreement.

B.1 Maintenance Worker

Beyond the basic qualifications to become a MWI, obtaining certifications and attending classes agreed upon between the Union and the City will provide promotion opportunity to MWII at a pace the employee can control. Promotion to the new rank of MWIII (non-lead) will come with additional training and a commitment to sharing their skills with other employees.

In order to progress from a MWI to a MWII, the employee must earn seven (7) items from Levels One and Two (at least 2 must be from Level Two).

To move from MWII to Water Operator or MWIII (non-lead), employee must obtain an additional six (6) requirements (at least 4 from Level Three) including those marked as required (*).

MAINTENANCE WORKER CERTIFICATION MATRIX:

LEVEL ONE	LEVEL TWO	LEVEL THREE
<ul style="list-style-type: none">• Meter Reading ~• Blood Borne Pathogens Certification• Pesticides Certification• Proper Equipment Use ~• Sewer Collections 1 *• Confined Space Training• Ability to perform locates• Flagging• CPR• First Aid• ~	<ul style="list-style-type: none">• Sewer Collections 2 *• Asbestos Certification• Basic Computer Skills *• Ability to perform locates with camera van ~• Heavy Equipment Operation ~• Proper Landscape knowledge ~• Tree Trimming certification• Water Distribution Manager 1• Cross Connection Control Specialist **	<ul style="list-style-type: none">• Water Distribution Manager 1 *• Water Distribution Manager 2 **• Sewer Collections 3• Snow/Ice Removal & Shift Control ~• Safety Committee Member & Class Leading ^*• Traffic Control Supervisor• PRV Maintenance ~• Teach department one class per year ^*• 16 hours yearly continuing education/training• Backflow Assembly Tester

* Required for MWIII

^ Annual requirement reviewed with MW III annual Performance Evaluation

~ On the job training – formal review/sign off by PW Operations Manager

** Required for Water Operator

B2. Water Reclamation Facility Operators I through IV

When the incumbent achieves the next higher-level certification from the Washington State Department of Ecology Wastewater Treatment Plant Certification Program and provides proof of certification to their supervisor, they will progress from their current WRF operator pay grade to the next higher WRF operator pay grade that matches their new certification. Certification upgrades will be processed in the next regular pay cycle.

